

## Centralized Voice Mail Training Schedule

SBC Messaging  
Offers FREE  
Voice Mail Training Classes  
for State of California SBC Voice Mail customers.

## Learn how to really use your SBC Voice Mail!

Send messages to other State employees, copy and forward messages, create group lists, change your greetings.

Learn timesaving tips on reviewing messages.

Learn how to create future delivery messages to remind yourself (or someone else) of meetings or appointments.

## Make Voice Mail work for you!!

## Where?


1500 Capitol Ave. Bldg 172  
Conference Room 72.163

## When?

Tuesday: October 21, November 18, December 16

Classes from 10:00-11:00 a.m.

# To Do List



10:00 **PRIVACY Training**

Please note new room location and change of date for November.

Voice Mail User Guides and handouts are provided.  
No reservation required.

**For groups of 20 or more or more information, please contact the Voice Mail Training Coordinator at (916) 348-0382.**